ec#1

GOVERNMENT OF PORTO RICO
DEPARTMENT OF EDUCATION
San Juan, P. R.

April 22, 1930

Form Letter No. 63.

Subject: ENGLISH DIARIES AND ALBUMS.

To : Supervisors of Schools.

For the purpose of giving those school districts that have shown interest in the above activities this year an opportunity to have their work evaluated, and to stimulate interest among pupils in those schools that have not given much thought to these devices, demonstrations in them have been arranged for in accordance with the following regulations.

## REGULATIONS

### Diaries

I- This demonstration is open to all bona fide pupils of the EIGHTH grade in each town, willing to participate, who have been enrolled in any of our public or private schools since not later than March 15, 1930.

II- The diaries must be written in English, by individual pupils.

III- Diaries are to be written for the period between April 28 and May 23, both dates inclusive.

IV- The book:

a- It should be bound.
b- Its size should be about 5" x 7" or 6" x 8".
c- It should contain about fifty pages.
d- It need not be illustrated.

V- The diaries:

a- There should be one item written under date for each school day within the period between April 28 and May 23.

4- Advising pupils what kind of book to procure. These books may be bought from any dealer.
5- Instructing pupils as to the nature of the diaries that they should write.
6- Collecting the books on May 2, May 9, May 16 and May 23 for the two following purposes:
   a- To judge the kind of material that is being written in the diaries and to advise pupils accordingly.
   b- To notedown the mistakes in grammar and general construction that may be found in these diaries and to call attention to them in class, so that they may not be committed again.

The teacher's initials written in any of these books should, to a certain extent, be a guarantee against any undesirable material appearing in the book after the date on which the initials were written, as well as against the recurrence of certain mistakes in grammar and general construction.

7- Selecting, with the advice of the Principal, the book of diaries written by any individual pupil taking part in this demonstration and sending it to the Supervisor of Schools.

XII- Identification:

Each book of diaries entered for this demonstration should bear on its first page:

1- The name of the pupil writing it, his age and his street address.
2- The grade (Eighth Grade).
3- The name of his English teacher.
4- The name of the school.
5- The name of the town.

XIII- Date due:

Each Supervisor of Schools will then select the best book of diaries from each town in his district, and will mail it to this office not later than May 30.

XIV- How to mail the book:

Insured or by express, together with letter advising the date on which the book was mailed.

XV- Miscellaneous:

a- The diaries will remain the property of their respective authors. They will be kept on display at this office for some time and then returned to their owners.

b- To stimulate interest in this activity the School Supply Co. at San Juan, through Mr. A. Martín Rabón, has offered to donate three medals--gold, silver and bronze--to be awarded to the best three books of diaries to be displayed at this office.

## ALBUMS

### Regulations

I- Demonstration open to all bona fide pupils of the SEVENTH grade in each town, willing to participate, who have been enrolled in any of our public or private schools since not later than March 15, 1930.

II- Each album must be the result of the joint efforts of several pupils in the room. It must not be prepared by any individual pupil alone.

III- Not more than ten children should participate in the making of one album. These children may be chosen from among those pupils willing to participate in this demonstration, who are enrolled in any one seventh grade room in a building, or who are enrolled in different rooms, provided they are taught English by the same teacher.

IV- Pupils who are taking a very active part in the demonstrations in declamation should not be encouraged to take part in the preparation of albums.

V- Size of the album: Not smaller than 8" x 12".

VI- Number of pages in the album: Not fewer than fifty.

VII- Kinds of albums desired: Each album should contain material about some one topic only. The following albums are suggested, among others:

1- A Roosevelt Album
2- The Carnival Season in Porto Rico, 1930.
3- School activities, ex. Junior Red Cross, lunchrooms, parent-teacher associations, sports, athletics, etc.
4- Porto Rican Industries.
5- Porto Rican Scenery.
6- Porto Rican Town Views.
7- Public Buildings in Porto Rico.
8- Buildings in general, including private residences and business places.
9- English Clubs: pupils' clubs, teachers' clubs; programs, pictures of directors, of members, of meetings held in the school, in the open air, picnics, etc.
10- Literary Albums.
11- Albums of Signs and Advertisements: the original illustrations with reading matter written by pupils.
12- School Albums: Miscellaneous: special tests in English showing questions, scores and graphs.

VIII- Presentation of albums:

1- Strong, plain covers
2- Description of album on its first page
3- On the second page:

a- The name of the room teacher and her street address
b- The names of pupils preparing the album
c- The name of the school building or buildings represented by the pupils preparing the album
d- The name of the town
e- The date on which the album was finished.

4- On the third page should appear the table of contents or index.
5- Each exhibit in the album should be described in plain, concise, idiomatic English.
6- Each exhibit should be neatly pasted on the page with thin library paste. In the case of certain pictures, the corners may be inserted in the pages and then pasted.
7- The descriptions should be written in pupils' own handwriting.
8- If the pages are dark, the descriptions should be written in white ink. If the pages are not dark, they should be written in blue-black ink.

IX- The teacher's part in the preparation of these albums: See items Nos. 1, 2, 3, 4, 5 and 7 under item XI for the diaries.

X- Each Supervisor of Schools will select the best album prepared in each of the towns in his district and will mail it to this office not later than May 30.

XI- How to mail the album: See item XIV for the diaries.

XII- Miscellaneous:

a- Albums will remain the property of their respective authors. They will be kept on display at this office for some time and then returned to their owners.

b- To stimulate interest in this activity, The Porto Rico School Supply Co. at Río Piedras, through Mr. German Pieckenhoff, has offered to donate three medals--gold, silver and bronze--to be awarded to the best three albums to de displayed at this office.

Yours very truly,

(Signed) JOSE PADIN
COMMISSIONER OF EDUCATION

mg/